

**MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS**

22 September 1952

1. Colonel White informed the group that in the future each office will receive a copy of the monthly Newsletter. However, this is not to be given general distribution and it is necessary to destroy the copy on file when the copy for the succeeding month is received.
2. Suspense items will be ready for next week's meeting. It is requested that [redacted] be notified of the status of suspense items by noon the following Wednesday.
3. Colonel White again pointed out that all travel orders for overseas travel of DD/A people should be sent to the A-DD/A for signature.
4. Colonel White stated that as a matter of principle, machine records should be centralized and this would be our normal policy. However, there may be good reasons for setting up one or more units outside the central Machine Records Unit in which case, specific justification should be submitted to the DD/A for approval prior to undertaking the project.
5. Colonel White stated that while he was not optimistic that the Director would alter his previous position concerning supergrades, other offices were continuing to make requests in excess of the ceiling. All requests, of course, will have to be reviewed by the Supergrade Board established for this purpose. If any central administrative office feels they should have additional supergrade positions or higher ratings for those already established, they should submit their recommendations for the Board's consideration.
6. Colonel White asked General Morris to insure that the Tables of Organization were coordinated with all administrative offices which would be affected by the approval of the T/O. It was pointed out that this on many occasions would involve Procurement and Supply and General Services particularly insofar as space was concerned. It was also emphasized that the summary accompanying T/O requests to the DD/A should be in the form of a completed staff work so that the DD/A may know what he is approving or disapproving without having to read the entire file.
7. In view of our recent experiences involving both officers and enlisted men who may be separated from the service for one reason or another prior to completion of a normal tour with CIA, this aspect should be carefully considered by Personnel at the time we accept military personnel for detail. We should satisfy ourselves that personnel so accepted will be with us for a three year tour or long enough to complete the assignment for which they were requested unless, of course, there is some arrangement to employ them as civilians when their military service is over.

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8. Colonel White asked Mr. Garrison to insure that the contracts we are negotiating for air conditioning units were let for standard equipment, and also that he be kept advised of the action being taken in this respect.

25X1 9. Colonel White requested that all offices take immediate action to bring their emergency planning up to date and requested that Colonel Edwards have [redacted] check on this matter in all offices of CIA.

25X1 10. [redacted] advised that he could not demonstrate the necessity
25X1 to [redacted] of PES for CIA having more space because he did not have
25X1 permission to tell [redacted] what our military personnel and casualties
25X1 amounted to. He explained that [redacted] already had civilian figures. 25X1
Colonel White directed [redacted] to check the security aspect of this
situation with Colonel Edwards. If [redacted] had been properly cleared 25X1
and was duly authorized to receive the civilian personnel figures, Colonel
White could see no point in withholding from him the military personnel
and casualty figures especially if it were prejudicing our requests for
25X1 additional space. [redacted] undertook to follow through on this matter
with Colonel Edwards.